

# ***Headquarters U. S. Air Force***

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***I n t e g r i t y - S e r v i c e - E x c e l l e n  
c e***

## ***Promotion Board Prep***



**Capt Gene F. Cummins  
President, PCGOC  
18 Dec 03**

**U.S. AIR FORCE**

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# ***Overview***

- **References**
- **Records Review**
- **Process Overview**
  - **Timeline**
  - **OPB**
  - **P / DP/ DNP**
  - **MLR**
  - **PRF**
- **Quality Control**
- **References**



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# References

- **<http://www.afpc.randolph.af.mil>**
- **Air Force Pamphlet 36-2506, 1 September 1997, *You and Your Promotions - the Air Force Officer Promotion Program***
- **AFI 36-2501, 6 Mar 98, *Officer Promotions and Selective Continuation***
- **HQ AFPC/DPPB OI 1-2, 20 Jan 01 , *Board Operating Instructions***

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Address <http://www.afpc.randolph.af.mil/offprom/>

Go Links

# Officer Promotions

## Privacy and Security Notice

**Welcome...** Our goal is to provide you with the latest officer promotion news and information. This site also provides information on RegAF [Appointments](#), Conditional [Reserve](#) Status, and Selective [Continuation](#).

## Quick Links

[Outstanding Boards](#) Status (as of 4 Dec 03)

**NEW! HOT!** CY03B Major (Line/CHAP/MSC/BSC/NC) [Continuation Details](#) - Convening 8 Dec 03

**NEW!** Senate confirms CY02B Lt Col (BSC) Central Selection Board. Promotions will begin 1 Dec 03.

**NEW!** CY03B (30 Jun 03) Quarterly Captain Promotion Process ([LAF/JAG/CHAP/BSC/MS/NC](#)) Results

**NEW!** [Jan 04](#) Promotion Increments

[PRE-Board Info](#) (Includes schedule, milestones, eligibility criteria, MPFMs and pre-board instructions)

[POST-Board Info](#) (Includes results of previous released promotion boards)

[Officer Appointments and Selective Continuation](#)

[Promotion News](#)

[Governing Directives](#)

Q & A Page (Link removed - Being redesigned)



Internet

Start

Inbox - Micr...

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Microsoft Po...

Officer Pr...



5:18 PM



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# ***Records Review***

- **Officer on Paper**
- **ACCURACY IS KEY!!!**
- **PTDY to Randolph AFB**
- **Request a copy of your records from HQ AFPC/DPPBR**
- **<http://www.afpc.randolph.af.mil/offprom/recrequest.htm>**

## REQUESTING A COPY OF YOUR RECORDS

You can request to have a copy of your records sent to you for review by contacting the Records Section at AFPC (HQ AFPC/DPPBR).

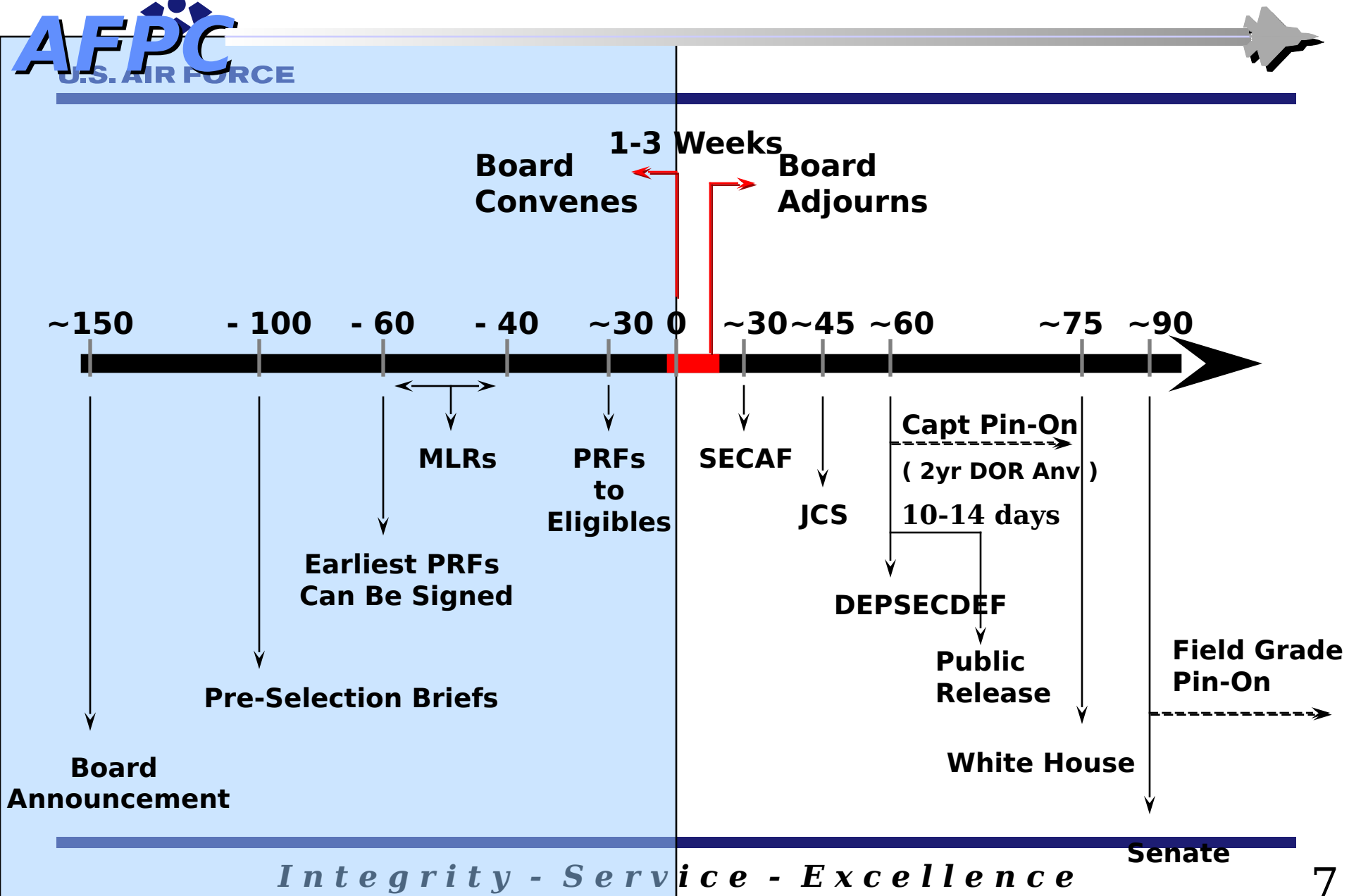
Requests may be made via fax to HQ AFPC/DPPBR at DSN 665-2693. You'll need to include your name, SSAN, mailing address, and a signature. Be sure to ask for a copy of your Officer Selection Record. We cannot overemphasize the need to sign your request...no signature, no records.

Email requests are accepted as long as there is a scanned memo including the member's signature. Send your request to [board.secretariat@afpc.randolph.af.mil](mailto:board.secretariat@afpc.randolph.af.mil).

Please specify which type of record is needed. There are two distinct types. One version of the Officer Selection Record (OSR) includes everything that is within the record at the time of the request (either pre or post board). The other version of the OSR is referred to as the "As Met" record. It only includes the documents that met a particular board. If you wish to see your record as it appeared when it met the board please request an "As Met" copy of the record. COPIES OF THE "AS MET" RECORD CANNOT BE RELEASED UNTIL AFTER PUBLIC RELEASE OF THE BOARD RESULTS. Any other type of request would fall under the umbrella of what's in the record at the time of the request. When requesting your record "Pre Board", the Officer Selection Brief (OSB) does not become a matter of record until approximately 2 weeks before the board. If requested prior to that date, there will not be an OSB or there may be one from a previous board.

Records Section:  
**HQ AFPC/DPPBR**

# Process Overview





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# ***Timeline***

**1 Nov 04**

**P0404A** CY04A Major (LAF/JAG/NC)

EAD must be on or earlier than **1 May 04** to be eligible for promotion consideration; DOS must be on or later than **30 Jan 05** to be eligible for promotion consideration

PRF Accounting Date: Senior rater is determined based on unit officer is assigned - **4 Jun 04**

OPBs forwarded to bases - **14 Jun 04**

PRF cut-off date. Earliest senior raters can sign PRFs - **2 Sep 04**

Management Level Reviews. Dates are specific to your major command. Refer to your local military personnel flight for more information.

Completed PRFs and all outstanding OPRs due to AFPC - **1 Oct 04**

Senior raters provide ratee a copy of PRF approximately 30 days before central selection board

Board Convenes: Cut-off date for letters to the Board President - **1 Nov 04**





# ***Officer Pre-Selection Brief***

**U.S. AIR FORCE**

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- **Review for Accuracy**
- **Issued 100 days before board meets**
- **Graduate Degrees are MASKED for Major's Board**

# AIR FORCE OFFICER SELECTION BRIEF

PREPARED: 30 MAY 1995  
FOR: SELECTION BOARD 10664A

ACTIVE DUTY

SEQUENCE NBR 100054

**OPB**

## PERSONAL DATA

NAME: JOHN H. DOE SEX: M RACE: CAU  
SSAN: 112233445 ETHNIC: NONE

## GRADE DATA

CUR GR DOB EFF DATE  
LTC 06 JUL 1990 01 JUL 1990

## SERVICE DATA

EAD: 11 MAR 1974  
TAFMSD: 10 DEC 1973  
TAPCSD: 11 MAR 1974  
DOS: 31 MAR 2002 REASON:  
SOURCE OF COMMISSION:

## AERONAUTICAL / FLYING DATA

AERONAUTICAL RATING: CMD PILOT/NAVIGATOR  
AERO RTG CURR CAT DT: OCT 1978  
FLYING STATUS: INACT RESTRICTED  
TOTAL FLYING HOURS: 1648

ACFT	YR	HOURS
MOST RECENT: F-16C	1991	0204
2ND: T-41	1988	0214
3RD: F-4A	1985	1084
4TH:		
5TH:		

## BOARD CERTIFIED

EXPIRES:

## ACQUISITION CORPS

## JOINT REPORTING CATEGORY

OTHER JDA

## ACADEMIC EDUCATION

LVL	SPECIALTY / SCHOOL	YR
MAS	BUS ADM AND MANAGEMENT	1988
	CENTRAL MI U MI	
BAC	POLITICAL SCIENCE	
	ELON COL NC NC	

## JOINT DUTY HISTORY

ORGANIZATION	FROM	TO
US PACIFIC COMMAND	1992	1993

## DECORATIONS

DECORATION	YR	NR AWD
MERIT SVC MED	1992	02
DMS MDL	1993	01
AF COMM MED	1985	03
J SVC COMM MD	1995	08

## OVERSEAS DUTY HISTORY

INCLUSIVE DATES	LOCATION
14 SEP 1992 SEP 1993	KORF
25 JUN 1984 21 MAY 1985	ICELD

## ASSIGNMENT HISTORY

DUTY STATUS CODE		EFFECTIVE					
EFFECTIVE DATE	DAFSC	DUTY TITLE	CMD LVL	MAJ COM	ORGANIZATION		
22 AUG 1984	11F4Y	FLIGHT COMMANDER	NAP	ACC	COMBAT PLANS	SQ	SHAW
22 MAY 1984	11F4Y	FLIGHT COMMANDER	NAP	ACC	COMBAT PLANS	SQ	SHAW
01 DEC 1982	11F1Y	CHIEF, CAMPAIGN PLANS	NAP	ACC	COMBAT OPERATIONS	SQ	SHAW
17 SEP 1983	11F4Y	CONTINGENCY PLANS OFFICER	NAP	ACC	COMBAT OPERATIONS	SQ	SHAW
15 SEP 1982	11F4Y	CONTINGENCY PLANS OFFICER	DDO	ZPA	APELM HQ ROKUS CRC	PAC	YONG SAN
15 JUN 1982	1455Z	CHIEF, SWA OPLAN DIV	NAP	ACC	AIR OPERATIONS	GP	SHAW
10 APR 1982	1455Z	CHIEF, SWA OPLAN DIV	NAP	TAC	NAFCOS (9 AF)	STP	SHAW
08 AUG 1991	1455Z	SWA EXERCISE PLANS OFFICER	NAP	TAC	NAFCOS (9 AF)	STP	SHAW
01 FEB 1990	1115Q	CHIEF, BLOCK 42 CONV TEAM	WIB	TAC	TACTICAL FIGHTER	SQ	SHAW
25 SEP 1989	1111Q	F16 PTR PILOT	WIB	TAC	TACTICAL FIGHTER	SQ	SHAW
06 JUN 1989	1115Q	F-16 PILOT	WIB	TAC	TACTICAL FIGHTER	SQ	SHAW
17 AUG 1988	0003	ACSC STUDENT	STU	AUN	AIR CMDSTAFF	COLL	MAXWELL
15 JUL 1988	0003	ACSC STUDENT	STU	AUN	AIR CMDSTAFF	COLL	MAXWELL
12 JUN 1985	A 0900	COMMANDER, CADET SQUADRON 19	AFA	ACD	USAF ACADEMY	DRU	USAF ACADEMY
17 FEB 1985	M 1115F	CHIEF, STAN EVAL DIVISION	WIB	TAC	FIGHTER INTERCEPT	SQ	KERLAVIK
22 OCT 1984	M 1115F	CHIEF, STAN EVAL DIVISION	WIB	TAC	DATA MASKED		DATA MASKED
26 JUN 1984	K 1115F	F-4E INSTRUCTOR PILOT	WIB	TAC	DATA MASKED		DATA MASKED
28 FEB 1983	X 1115F	INSTRUCTOR PILOT F4	UNIT	TAC	TAC FTR TNG	SQ	HOMESTEAD
08 OCT 1982	K 1115F	INSTRUCTOR PILOT F4	WIB	TAC	TAC FTR TNG	SQ	HOMESTEAD
02 APR 1982	K 1115F	INSTRUCTOR PILOT TAC FTR4	UNIT	TAC	TAC FTR TNG	SQ	HOMESTEAD
30 NOV 1981	K 1115F	STU INSTR PILOT TRAINING	UNIT	TAC	TAC FTR TNG	SQ	HOMESTEAD
31 AUG 1979	1115F	ACFT COMMANDER F4E	UNIT	TAC	TACTICAL FIGHTER	SQ	SEYMOUR JO
09 FEB 1979	1115F	STU CRS F4000000AG	UNIT	TAC	TACTICAL FIGHTER	WING	GEORGE
27 OCT 1977	0006	LFT STUDENT PILOT CLASS 79 06	STU	ATC	STUDENT	SQ	COLUMBUS

*Excellence*

# AIR FORCE OFFICER SELECTION BRIEF

PREPARED: 30 MAY 1996  
FOR: SELECTION BOARD P0694A

ACTIVE DUTY

SEQUENCE NBR 100054

## PERSONAL DATA

NAME: JOHN H. DOE      SEX: M      RACE: CAU  
SSAN: 112233445      ETHNIC:      NONE

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CUR GR      DOR      EFF DATE  
LTC      01 JUL 1990      01 JUL 1990

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EAD:      11 MAR 1974  
TAFMSD:      10 DEC 1973  
TAFCSO:      11 MAR 1974  
DOS: 31 MAR 2002      REASON:  
SOURCE OF COMMISSION:

## PROFESSIONAL MILITARY EDUCATION

SCHOOL	METHOD	YR
AIR WAR COL	CORRESPONDENCE	1995
AC & STAFF	RES/SEMINAR	1989
SQ OFF SCH	CORRESPONDENCE	1977

## ACADEMIC EDUCATION

LVL	SPECIALTY / SCHOOL	YR
MAS	BUS ADM AND MANAGEMENT CENTRAL MI U MI	1981
BAC	POLITICAL SCIENCE ELON COL NC NC	

## DECORATIONS

DECORATION	YR	NR AWD
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# Officer Pre-Selection Brief

**U.S. AIR FORCE**

## ASSIGNMENT HISTORY

### DUTY STATUS CODE:

### EFFECTIVE:

EFFECTIVE DATE	DAFSC	DUTY TITLE	CMD LVL	MAJ COM	ORGANIZATION		
22 AUG 1994	11F4Y	FLIGHT COMMANDER	NAF	ACC	COMBAT PLANS	SQ	SHAW
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17 SEP 1993	11F4Y	CONTINGENCY PLANS OFFICER	NAF	ACC	COMBAT OPERATIONS	SQ	SHAW
15 SEP 1992	11F4Y	CONTINGENCY PLANS OFFICER	DD/J	ZPA	AFELM HQ ROKUS CFC	PAC	YONG SAN
15 JUN 1992	1455Z	CHIEF, SWA OPLAN DIV	NAF	ACC	AIR OPERATIONS	GP	SHAW
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08 AUG 1991	1455Z	SWA EXERCISE PLANS OFFICER	NAF	TAC	NAFCOS (9 AF)	STF	SHAW
01 FEB 1990	1115Q	CHIEF, BLOCK 42 CONV TEAM	W/B	TAC	TACTICAL FIGHTER	SQ	SHAW
25 SEP 1989	1111Q	F16 FTR PILOT	W/B	TAC	TACTICAL FIGHTER	SQ	SHAW
06 JUN 1989	1115Q	F-16 PILOT	W/B	TAC	TACTICAL FIGHTER	SQ	SHAW
17 AUG 1988	0003	ACSC STUDENT	STU	AUN	AIR CMD/STAFF	COLL	MAXWELL
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31 AUG 1979	1115F	ACFT COMMANDER F4E	UNIT	TAC	TACTICAL FIGHTER	SQ	SEYMOUR JO
09 FEB 1979	1115F	STU CRS F4000BOOAG	UNIT	TAC	TACTICAL FIGHTER	WING	GEORGE
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*Integrity - Service - Excellence*



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# ***Promotion Recommendation***

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- **Completed by Rater**
- **May request OPRs**
- **Bullets from OPR (editing allowed)**

## PROMOTION RECOMMENDATION

### I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406 carefully before filling in any item)*

1. NAME *(Last, First, Middle Initial)*

2. SSN

3. GRADE

4. DAFSC

5. ORGANIZATION, COMMAND, LOCATION

6. PAS CODE

### II. UNIT MISSION DESCRIPTION

### III. JOB DESCRIPTION

1. DUTY TITLE:

2. KEY DUTIES, TASKS, RESPONSIBILITIES:

### IV. PROMOTION RECOMMENDATION



# Promotion

V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ	<input type="checkbox"/>	I/APZ	<input type="checkbox"/>	
IX. OVERALL RECOMMENDATION		X. SENIOR RATER		
DEFINITELY PROMOTE <input checked="" type="checkbox"/>  PROMOTE <input type="checkbox"/>  DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION		
		DUTY TITLE		
		SSN	SIGNATURE	
<b>Instructions</b>  Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.  Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.  Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.				



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# ***Promote / Definitely Promote***

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- **IAW AFI 35.2501 DPs limited at 75%**
- **Line Promotions May 2003**
  - **Promotion Rate IPZ** **92.4%**
  - **DP Promotion Rate** **99.9%**
  - **P Promotion Rate** **72.3%**
- **AFI Rates**
  - **90% Overall**
  - **40% with “Promote”**

## **Great Opportunity!!!**





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# ***Management Level Review***

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- **Allows officer 2<sup>nd</sup> opportunity for DP**
- **3 Phases**
  - **Quality Review**
  - **Aggregation**
  - **Carryover**
- **Quality Review - identify spectrum of quality**
- **Aggregation -when Senior Raters unable to award DP outright (only one candidate)**
- **Carryover - remainders from Senior Raters and Aggregation**



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# *Quality Control*

- **YOUR PROMOTION, TAKE RESPONSIBILITY**
- **Records Review**
  - **Make corrections NOW!!!**
- **OPRs for Rater to write PRF**
- **Don't wait for Officer Pre-selection Brief**
- **Track review of PRF up to Senior Rater**
- **Determine date of Management Review**
- **Seek info on Promotion Recommendation**



U.S. AIR FORCE

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# References

- **<http://www.afpc.randolph.af.mil>**
- **Air Force Pamphlet 36-2506, 1 September 1997, *You and your promotions - the air force officer promotion program***
- **AFI 36-2501, 6 Mar 98, *Officer Promotions and Selective Continuation***
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